

POSITION DUTY STATEMENT

PM-0924 (REV 9/2001)

CLASSIFICATION TITLE CALTRANS ELECTRICIAN I		OFFICE/BRANCH/SECTION D-4 Maintenance – Specialty Region 760
WORKING TITLE CALTRANS ELECTRICIAN I	POSITION NUMBER 904-760-6938-xxx	EFFECTIVE DATE 8-28-13

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

This position is considered the first journey level for this class series. Under general supervision of a Caltrans Electrical Supervisor and functional guidance from an Electrician II, incumbents are responsible for the installation, maintenance and repair of electrical and electronic devices associated with state facilities. This position requires the operation of light trucks, personnel hoists, vans and automotive vehicles. Incumbent may drive heavy trucks, if properly licensed. With training and certification where necessary, incumbent may be required to operate equipment such as trenchers, backhoes, forklifts, air quality monitors, hoists and cranes. Class C drivers license is required; Class A or B is highly desirable.

TYPICAL DUTIES:

Percentage

Essential (E) / Marginal (M) ¹Job Description:

60% (E)

Working with a crew or under lead guidance, will construct, maintain, troubleshoot and repair traffic signal systems, changeable message signs, extinguishable message signs, ramp metering systems, traffic count equipment, video surveillance and detection equipment, highway advisory radio equipment, building electrical systems, pumping plants, movable span bridge equipment, scale house systems, rest area systems and highway lighting equipment Incumbent may assist an Electrician II in working on stationary bridge systems, work may include, but is not limited to, remote supervisory systems, storage battery systems, telephone systems, navigation aid and warning systems, fog detection systems, airway navigation systems, heaters, air conditioners, transformers, sub-station control centers, engine driven generators and carbon monoxide analyzers.

20% (E)

Inspect and operate equipment utilized in the performance of electrical work associated with state facilities. Equipment may include, but not be limited to: light trucks, personnel hoists, trenchers, backhoe, forklift, pavement saw, pipe threading equipment, conduit benders, voltage meters, resistance meters, amperage meters, high potential tester, hot-sticks, power monitoring equipment, air quality monitoring equipment, manual digging tools, electrical hand tools and battery test equipment.

- 15% (E) Assist the Electrician II with materials acquisition requests and repair time projections. Attend meetings pertaining to state electrical facilities and provide concise, accurate reports regarding issues discussed. Maintain work logs, daily time keeping and maintenance records. Attend state provided training classes, pertinent to the maintenance activities associated with state facilities and achieve certification status where necessary.
- 5% (M) Remove graffiti from light poles, cabinets and other electrical facilities; clean and paint electrical facilities; wash state owned vehicles; load and unload materials and equipment into a state vehicle or building; enter records into computer database.

SUPERVISION EXERCISED OVER OTHERS:

Position provides no supervision.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Valid Class C Drivers License is required. Class A or B Drivers License is highly desirable.

Knowledge: Safety precautions and work procedures required in the maintenance and installation of traffic signal systems, stationary bridge systems, movable span bridge systems, building code, highway information systems, highway lighting systems, pump plants and rest areas.

Abilities: Make rough sketches and drawings related to electrical work. Read and interpret standard plans, specifications, schematics, maintenance manuals and manufacturer requirements. Estimate, order and install materials and generate written work reports. Troubleshoot and repair state facilities. Be able establish effective communication and cooperation with other personnel assigned to a project. Inspect and write detailed reports regarding electrical projects. Establish a safe work environment.

Analytical Requirements: Utilize progressive and logical trouble shooting techniques in the repair of electrical and electronic devices. Understand electrical diagrams, charts, technical symbols, oral and written instructions. Interpret electrical codes as they pertain to state electrical facilities. Possess an understanding of electrical and electronic formulas as they pertain to state facilities.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Errors in judgment, decision-making and trouble shooting skills could affect public safety or result in tort liability for the department. The work environment could also be rendered unsafe for employees involved in the project.

PUBLIC AND INTERNAL CONTACTS:

Incumbent will routinely contact or interact with other Caltrans personnel, contractors, engineering consultants and the general public. These contacts may take the form of verbal or written communications relating to the assignment.

WORK ENVIRONMENT:

The Caltrans Electrician I may work under various climates and conditions. Work may be performed inside of climate controlled buildings, but most operations will take place alongside, over or upon state highways and right of way. The incumbent will be exposed to noise, inclement weather, dirt, odors, uneven surfaces, heights up to 550 feet above pavement or water, confined spaces, concrete products, cleaning solvents, high speed traffic conditions and moving construction equipment. The incumbent must be willing to work odd hours, nights, weekends and be available for trouble call outs.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS:

Physical: Incumbent must be physically capable of utilizing writing instruments, hand tools, manual digging tools and electric tools. Incumbent may be required to bend, stoop, twist, power grasp, use fine manipulation, stand, sit, squat, lift and pull during performance of their duties. Incumbent must have good balance for walking on uneven surfaces, climbing ladders, climbing scaffolding and working on other structures associated with state facilities. Incumbent should have visual and color acuity adequate for performing the essential functions of the job.

Mental: Incumbent must be capable of understanding and performing the essential functions of the job in a reasonable and prudent manner, using logic and deductive skill to provide an end product that is safe and usable.

Emotional: Incumbent must have capacity for stable and reasonable interaction with supervisors, fellow workers and the general public during the performance of their duties.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE (print name) EMPLOYEE (signature) DATE

I have discussed and provided a copy of this duty statement to the employee named above.

SUPERVISOR (print name) EMPLOYEE (signature) DATE